

BENEFITS SPECIALIST

NATURE OF WORK

This is responsible personnel work coordinating the City-County benefit plans.

Work involves responsibility for coordinating the health, dental, and life insurance plans, pension plans, and FEBA (Flexible Employee Benefits Account) plans for the City and County. Work includes acting as liaison between carriers and employees to handle enrollment and claim problems. Work requires the application of professional knowledge and personal judgment to a variety of technical personnel problems. Considerable initiative and judgment is applied in all areas within the framework of established departmental policies and rules. Provides technical assistance to City and County employees in the area of group benefit plans. Work is normally reviewed for completeness and accuracy through evaluation of reports and conferences with a professional or an administrative supervisor.

EXAMPLES OF WORK PERFORMED

Coordinates City and County group benefit plans including health, dental, and life insurance, long term disability, pension, deferred compensation, and FEBA; explains plans and benefits to new and current employees; answers questions for employees, carriers, and the general public; acts as liaison between carriers and employees to handle enrollment and claim problems; monitors claims experience for group benefit plans.

Coordinates open enrollments and participation of new and current employees; schedules and conducts meetings in order to explain coverage and any changes to plans.

Coordinates modifications to benefit plans resulting from labor negotiations with plan carriers, Data Processing, and employees.

Assists employees in completing enrollment applications, claim forms, change of coverage forms, etc.; coordinates the data entry of applications and other forms in order to insure accuracy.

Keeps current on federally mandated benefit changes; investigates new plan designs; makes recommendations to supervisor, director, and committees regarding modifications.

Performs related work as required.

DESIRABLE KNOWLEDGES, ABILITIES, AND SKILLS

Knowledge of the principles and practices of public personnel administration particularly as they relate to benefits administration.

Knowledge of employee benefit programs including pension, health, dental, and life insurance, and long term disability as related to a government agency.

Knowledge of current trends, developments and modern techniques in the field of benefit administration.

Ability to make professional and administrative decisions within the frame work of overall department policy.

Ability to present ideas clearly and concisely both orally and in writing.

Ability to establish and maintain effective working relationships with co-workers, City-County officials, employees, representatives of other agencies, and the general public.

Ability to interpret and explain group benefit plans and the types of coverages available.

DESIRABLE TRAINING AND EXPERIENCE

Graduation from an accredited four year college or university with major course work in public or business administration, personnel management, or related field and experience coordinating and administering a variety of group benefit plans.

MINIMUM QUALIFICATIONS

Graduation from an accredited four year college or university with major course work in public or business administration, personnel management, or related field and some experience in group benefit administration; or any equivalent combination of training and experience which provides the desirable knowledges, abilities, and skills.

Approved by: _____
Personnel Director